

Introduction to PowerPoint 2003

Table of Contents

	Page
LESSON 1: INTRODUCTION TO POWERPOINT.....	1
♦ What is PowerPoint?	1
♦ Planning Process.....	1
♦ Starting PowerPoint.....	2
♦ Parts of the PowerPoint Window	4
♦ Terminology	4
♦ Slide Views.....	6
LESSON 2: DEVELOPING A PRESENTATION.....	9
♦ Creating a New Presentation	9
♦ Adding Slides to a Presentation.....	12
♦ Saving a Presentation.....	14
♦ Copying a Presentation	16
♦ Closing a Presentation	16
♦ Opening a Presentation.....	17
LESSON 3: FORMATTING A PRESENTATION.....	19
♦ Applying Design Templates	19
♦ Changing the Color Scheme	21
♦ Slide Master.....	25
♦ Formatting Text on an Individual Slide.....	29
LESSON 4: SLIDE MANAGEMENT.....	32
♦ Changing Slide Layouts.....	32
♦ Changing Slide Sequence	35
♦ Adding Notes.....	39
♦ Deleting Slides.....	40
LESSON 5: ADDING OBJECTS.....	41
♦ Clip Art.....	41
♦ Drawing Toolbar.....	46
LESSON 6: TRANSITIONS AND EFFECTS.....	54
♦ Running a Presentation.....	54
♦ Transitions	56
♦ Animation Schemes.....	57